

ADMINISTRATIVE
INTERNAL USE ONLY

70-1127
19 MAR 1970

DD / S REGISTRY

FILE *Personnel 11*

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Expenditure of Central Employees Activities
Funds in Support of Employee Activities
Association Club Programs - Piano for the
Auditorium

REFERENCES : a. Memo dtd 16 Feb 70 to EO - DD/S from
D/Pers re Purchase of Piano

b. Memo dtd 12 Mar 70 to D/Pers from
EO - DD/S, Same Subject

1. This memorandum submits a recommendation for your approval; such recommendation is contained in paragraph 3.

2. Reference a, which was approved on 12 March 1970 (Ref b), requested authorization for the expenditure of \$1,097 for the purchase of a Baldwin Spinet piano from the Gisriel Piano and Organ Company, Falls Church, Virginia, for use in the auditorium.

3. It is recommended that you approve the expenditure of \$1,097 from the Central Employees Activities Fund for purchase of a piano.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

Atts

The recommendation contained in paragraph 3 is approved.

(S-1) John W. Coffey

20 MAR 1970

JW
Deputy Director
for Support

Date

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Distribution:
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0 - Return to D/Pers

X - DDS Onseno, Subject

1 - D/Pers

1 - DD/Pers/SP

2 - C/BSD

OP/BSD/ dso (13 Mar 70)

Rev Robert S. Maffee

FILE
DD \ 2 REG 12 LB
18 MAR 1970

16 FEB 1970

MEMORANDUM FOR: Executive Officer to the DDS

Ed:

1. Working with the Glee Club director, we have checked with various local stores concerning the purchase of a piano. It is recommended from a quality, size, and cost standpoint that a Baldwin Spinet be purchased. The Cisarrel Piano and Organ Company, Falls Church, Virginia, carries the model desired in an ebony finish at a cost of \$1097. It is our understanding that this price may be somewhat less when purchased on a cash basis. The piano is 57" long, 24 1/2" wide, and 37" high. It weighs approximately 375 pounds and is equipped with castors. We assume when not in use the piano would be located on either side of the stage by one of the exits and when needed could be rolled into place in front of the stage. On those rare occasions when the piano should be on stage, we foresee it being lifted there by employees of the Logistics Services Division.

2. If you clear the above recommendation with the DDS, we will prepare the necessary paper for his approval.

Robert S. Wattles
Director of Personnel

Distribution:

O & I - Addressee
1 - D/Pers
1 - DD/Pers/SP
1 - C/BSD

OP/BSD/ [] :jas (12 February 1970)

ADMINISTRATIVE - INTERNAL USE ONLY

DD/S 70-1021

12 MAR 1970

MEMORANDUM FOR: Director of Personnel

SUBJECT : Piano for the Auditorium

REFERENCE : Memo dtd 16 Feb 70 to EO-DD/S
fr D/Pers, re same subject

I mentioned your selection of a Baldwin Spinnet piano priced at \$1097 to Mr. Bannerman this noon, and he concurred in the purchase of that model. Since it is our understanding that you desire to purchase it with Central Club funds, will you prepare the necessary paper for approval.



Executive Officer to the
Deputy Director for Support

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DD/S 70-1021

12 MAR 1970

MEMORANDUM FOR: Director of Personnel

SUBJECT : Piano for the Auditorium

REFERENCE : Memo dtd 16 Feb 70 to EO-DD/S
fr D/Pers, re same subject

I mentioned your selection of a Baldwin Spinet piano priced at \$1097 to Mr. Bannerman this noon, and he concurred in the purchase of that model. Since it is our understanding that you desire to purchase it with Central Club funds, will you prepare the necessary paper for approval.



Executive Officer to the
Deputy Director for Support

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EO-DD/S:WEB:es (12 Mar 70)

Distribution:

Orig & 1 - Adse

✓ - DD/S Subject w/ref (DD/S 70-0683) & w/background

1 - DD/S Chrono

16 FEB 1970

MEMORANDUM FOR: Executive Officer to the DDS

Ed:

1. Working with the Glee Club director, we have checked with various local stores concerning the purchase of a piano. It is recommended from a quality, size, and cost standpoint that a Baldwin Spinet be purchased. The Gisriel Piano and Organ Company, Falls Church, Virginia, carries the model desired in an ebony finish at a cost of \$1097. It is our understanding that this price may be somewhat less when purchased on a cash basis. The piano is 57" long, 24 1/2" wide, and 37" high. It weighs approximately 375 pounds and is equipped with castors. We assume when not in use the piano would be located on either side of the stage by one of the exits and when needed could be rolled into place in front of the stage. On those rare occasions when the piano should be on stage, we foresee it being lifted there by employees of the Logistics Services Division.

2. If you clear the above recommendation with the DDS, we will prepare the necessary paper for his approval.



Robert S. Wattles
Director of Personnel

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Next 4 Page(s) In Document Exempt

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ADMINISTRATIVE — INTERNAL USE ONLY

cancelled
~~DD/S 69-5741~~

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Piano for Agency Auditorium

REFERENCE : Memo dtd 11 Dec 69 to Executive Director-Comptroller
Via DD/S fr Chrmn, FAC; Subj: Piano for Auditorium

Colonel White:

I have no objection to a small piano being placed on one side of the stage where it would be relatively inconspicuous and could be removed on special occasions. Based on discussions with OL, however, I believe that a partition would tend to detract from the appearance of the auditorium and would unnecessarily occupy space which may be needed for other use.

Piano music has not been used in our past official ceremonies and I know of no such future requirement.

If you agree in principle to a piano being placed on the stage, I will ask the Glee Club to coordinate their selection with OL and to include the purchase price in their January budget submission for consideration by EAA.

R. L. Bannerman

Attachment:

Reference as described above

Distribution:

0 - Addressee w/O of att (DD/S 69-5597)

1 - ER w/att

✓ 1 - DD/S Subject w/att

1 - DD/S Chrono w/att

1 - SOS/DDS: msb (24 December 1969)

STAT

ADMINISTRATIVE — INTERNAL USE ONLY

CIA INTERNAL USE ONLY

11 December 1969

MEMORANDUM FOR: Executive Director-Comptroller
VIA : Deputy Director for Support
SUBJECT : Piano for Auditorium
REFERENCE : Memo from Glee Club Business Manager to
Chairman, FAC, entitled "Procurement of
a Piano for the Auditorium," dated 5 Dec 69

1. This memorandum contains a recommendation in paragraph 6 for approval by the Deputy Director for Support or if he so chooses for forwarding for approval by the Executive Director.

2. Under reference (attached) the Glee Club proposes to place a piano on the stage of the auditorium for use three times a week by the Glee Club and Symphony Orchestra. This proposal raises several questions--the validity of the proposal in general, can a piano be emplaced practically in the stage area, and, if so, who buys the piano.

3. I believe that the addition of a piano to the Glee Club and Symphony Orchestra will increase the satisfaction derived by the substantial number of employees participating in these activities and will make their occasional formal performances more enjoyable for the audiences and thus support the proposal in general.

4. As to the feasibility of placing a piano in the stage area of the auditorium where practice is held:

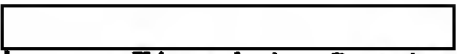
a. A piano can be placed on stage and pushed to the back edge when not in use or for particular occasions removed from the stage. The design of the piano case should be carefully selected to be compatible with the design of the stage.

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b. Alternatively a low partition can be placed across the stage in front of the back wall. The piano (and other paraphernalia such as extra chairs, etc.) can be stored behind this partition out of sight of the auditorium spectators yet available when needed. See Fig. 1 for suggested location. This partition would be similar in appearance to the partition which extends below the movie screen when it is raised and is aesthetically entirely in keeping with its surroundings. See Fig. 2. It will also serve to improve the practicability of the stage in that it will provide a vertical backstop against which chairs facing the audience can be placed rather than the present sloping wall which demands that chairs be placed away from the wall in order to sit upright. See Fig. 3.

5. The purchase of the piano would appear to be a decision for the governing board of the EAA as to whether the Glee Club and Symphony Orchestra warranted EAA financial support necessary to purchase a piano. Selection of the piano should be coordinated with RECD/OL.

6. I recommend that if you consider the general proposal sound, OL be asked to explore the alternatives offered in paragraphs 4.a. and 4.b. and any other alternatives which may occur to them for further consideration by the FAC and yourself.


Chairman, Fine Arts Commission

STAT

APPROVE GENERAL PROPOSAL

Executive Director-Comptroller

Date

Distribution:

Orig - Addressee and then OL

② - Approving officer (DDS or Exec. Dir.)

1 - Chairman, FAC

CBS:cc

1 - EXECUTIVE DIRECTOR - COMPTROLLER (FOR REVIEW TO OF)

1 - DIRECTOR OF ARTS

Approved For Release 2003/05/05 : CIA-RDP84-00780R003600010040-0

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5 December 1969

MEMORANDUM FOR: Chairman, Fine Arts Committee

SUBJECT : Procurement of a Piano for the Auditorium

1. It is requested that consideration be given to the possibility of placing a piano in the auditorium for use by the Agency's various musical organizations and for official use as needed for ceremonial functions.

2. At this time the prime users of the piano would be the Glee Club and the newly-formed Symphony Orchestra. The Glee Club performs two concerts a year and would use the piano for at least two rehearsals a week for nine months of the year as well as for actual concert performances in May and December. The orchestra currently is rehearsing one day a week but is exploring the possibility of scheduling additional rehearsals after working hours. Although a concert schedule for this group has not yet been established, presumably the orchestra would use the piano for at least as long a rehearsal season as does the Glee Club.

3. The conductors of both the orchestra and the Glee Club feel that the electric piano currently in use is inadequate for the needs of either group. Basically a rhythm instrument, more demanding piano accompaniments cannot be performed on this instrument because of its inherent limitations. Its deficiencies are particularly noticeable in solo work where the accompaniment is an essential part of the performance. The organ, which has been permanently installed at the back of the auditorium, cannot be used because of the problems of coordinating the timing between the organist at the back of the room and the conductor on the stage. To compound the difficulties in using this instrument, the organ console is located in a dead spot in the room; and the organist cannot hear what is being played without the use of a headset, which is also necessary to offset the acoustical delay between the time the note is played and the time the organist actually hears the sound. In addition, when the audience is standing, the stage is entirely obscured from the organist's view.

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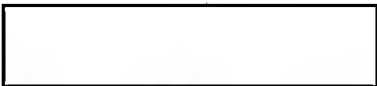
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SUBJECT: Procurement of a Piano for the Auditorium

4. It has been suggested that a small movable railing be placed on the stage; and behind the railing chairs, the Glee Club risers and the piano could be stored, thus they would be out of sight when not in use. The railing would be painted the same color as the stage and would normally be placed behind the movie screen when in either the up or down position.

5. A Spinet piano measuring 24 1/2 inches deep by 56 inches wide by 57 inches high is certainly large enough for all occasions and could even be lowered by hand to the auditorium floor if and when the occasion ever arose.


Glee Club Business Manager

STAT


Distribution:

Orig & 3 - Addressee

1 - EAA

2 - OCI Admin

STAT

OCI/ADM:  mab/6783 (4 Dec 69)